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ABSTRACT

An instructor's manual and student activity guide on a dental assistant are provided in this set of prevocational education materials which focuses on the vocational area of health occupations. (This set of materials is one of ninety-two prevocational education sets arranged around a cluster of seven vocational offerings: agriculture, home economics, distributive education, health occupations, world of work, trade and industry, and office occupations.) The instructor's guide is organized into the following elements: title of activity, duration of activity (four to ten periods), activity goals, six instructional objectives, related vocational clusters, and activity implementation (description, materials needed, safety considerations, teacher preparation prior to class, during the class, follow-up activities, and masters for duplication [e.g., appointment form]). The student activity guide provides step-by-step instructions (narrative and illustrations) for completing each instructional objective (e.g., execute the proper transfer of instruments with the dentist). At the end of each set of instructions is a student check point (evaluation activity). An occupational description for a dental assistant concludes the document. (JH)

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ED169351

HEALTH OCCUPATIONS – DENTAL ASSISTANT

Kit No. 62

INSTRUCTOR'S MANUAL

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Office of Vocational Education
Prevocational Education
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In Cooperation With

Vocational Education Media Center
Clemson University
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1978

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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Department of Health, Education and Welfare, Office of Education.*

TITLE OF ACTIVITY

Kit No. 62, Health Occupations —
Dental Assistant

DURATION

Main Activity: 3 — 5 periods
Follow-up Activity: 1 — 5 periods

GOALS

The student will understand how to fill out an appointment book.

The student will learn how to prepare the patient for the dentist.

The student will learn the correct method for assisting the dentist.

The student will learn how to fill out a receipt for payment.

INSTRUCTIONAL OBJECTIVES

The student will position the chairs in the operating room.

The student will set up the instruments for the dental checkup.

The student will schedule an appointment on the appointment sheet.

The student will seat the patient in the chair and prepare the patient for the examination.

The student will execute the proper transfer of instruments with the dentist.

The student will write a receipt for payment.

VOCATIONAL CLUSTERS

Office Occupations

ACTIVITY IMPLEMENTATION

A. Activity Description

Students will work in groups and simulate a dentist's office. They will rotate through positions as patient, dentist, and dental assistant.

In the position of dental assistant, the student will be exposed to some of the duties of a dental assistant such as making appointments, making out receipts, and assisting the dentist with instruments.

B. Safety

The dentist and dental assistant must wash their hands.

None of the instruments should be put into the mouth of the students.

The instruments should be handled carefully because some of them have sharp points.

C. Materials Required

1. Audio Visual Equipment
Projection screen (if film is used)
16 mm Projector (if film is used)
2. Technical Equipment
5 Plastic trays
5 Mouth mirrors
5 Explorers
5 Cotton pliers
5 Periosteal elevators
5 Double end curetters
5 Neck clamps
5 Suction tips
15 \$20.00 bills
3. Expendable Materials
1 Roll paper towels
5 Pencils
5 Pieces muslin

D. Preparation Prior to Class

Duplicate masters.

Divide the classroom into five separate areas.

Arrange each area so that there is a reception area and a work area (operating room) for the dentist. The reception area should have a desk for making appointments and some chairs for students to sit in. The dentist's work area should have three chairs or desks located in it.

Place appointment sheets on the desks in the reception areas.

Divide equipment and supplies equally to each area.

Set up projector and screen if film is to be shown.

E. During Class Session

Show the film if using one.

Divide the class into groups of no larger than five but not less than three.

Designate one dentist and one dental assistant for each group. The remaining students will be patients.

Give those students who are patients a \$20.00 bill and tell them that they are to act as patients who want a dental check-up. Instruct them to go to their assigned reception areas.

Tell the dentists to read over Objectives IV and V so that they understand their roles.

Tell dental assistants to begin with Instructional Objective I.

Rotate students through roles.

F. Follow-up Activities

Have each student complete a VIEW Fact Sheet.

Have students interview a dental assistant and report to the class.

Visit a class for dental assistants.

Visit a dental office or clinic.

Have a dental assistant talk to the class.

ANSWER KEY

None

MASTERS FOR DUPLICATION

VIEW Fact Sheet

Appointment Form

Receipt Form

VIEW FACT SHEET

NAME _____ CLASS _____ OCCUPATION _____

- A. List the advantages (good points) of this occupation (job).
- B. List the disadvantages (bad points) of this occupation (job).
- C. List three things you should know to do this occupation (job).
 - 1.
 - 2.
 - 3.
- D. What type of education should you get to be prepared (do) for this occupation (job)?
- E. What courses must you take to go into this occupation (job)?
- F. What do you think your future in this occupation (job) will be?
- G. What wage can you expect in this occupation (job)?
- H. What are the working hours of this occupation (job)?
- I. To learn more about this occupation (job), write to:
- J. Using a scale of 1 to 5, circle the number that measures your interest in this occupation (job) as a possible career.

I don't like it. ← 1 2 3 4 5 → I like it.

3

6

APPOINTMENT FORM

APPOINTMENTS	
DAY _____	DATE _____
8:00 _____	1:00 _____
8:15 _____	1:15 _____
8:30 _____	1:30 _____
8:45 _____	1:45 _____
9:00 _____	2:00 _____
9:15 _____	2:15 _____
9:30 _____	2:30 _____
9:45 _____	2:45 _____
10:00 _____	3:00 _____
10:15 _____	3:15 _____
10:30 _____	3:30 _____
10:45 _____	3:45 _____
11:00 _____	4:00 _____
11:15 _____	4:15 _____
11:30 _____	4:30 _____
11:45 _____	4:45 _____
12:00 _____	5:00 _____
12:15 _____	5:15 _____
12:30 _____	5:30 _____
12:45 _____	5:45 _____

RECEIPT FORM

		DATE _____
RECEIVED FROM _____		
_____		DOLLARS
FOR PROFESSIONAL SERVICES		
AMOUNT OF ACCOUNT \$	_____	
AMOUNT PAID \$	_____	_____ D.D.S
BALANCE \$	_____	
		By _____

HEALTH OCCUPATIONS – DENTAL ASSISTANT

Kit No. 62

**STUDENT
LEARNING ACTIVITY GUIDE**

Prepared by

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DENTAL ASSISTANT

INTRODUCTION

Dental assistants usually work in a dentist's office or dental clinic and carry out responsibilities of office management and assist the dentist at the chairside. Dental assistants schedule appointments, keep accurate accounts and records, and mail statements to patients. They also greet and prepare patients for examination, treatment or dental surgery; mix filling compounds; prepare solutions; hand instruments to the dentist; administer prescribed treatments; and sterilize instruments. In some offices they take and process X-ray films, and may instruct patients in dental health.

Persons desiring to be dental assistants should have good manual dexterity, a desire to help others, and have a pleasant personality. They should be able to work closely with others as part of a team, practice good grooming and be willing to carry out instructions.

In this activity you will have a chance to greet and prepare patients for the dentist. You will be handling some of the instruments used in a dentist's office and role play the examination of a patient.

GOALS

The student will understand how to fill out an appointment book.

The student will learn how to prepare the patient for the dentist.

The student will learn the correct method for assisting the dentist.

The student will learn how to fill out a receipt for payment.

DIRECTIONS

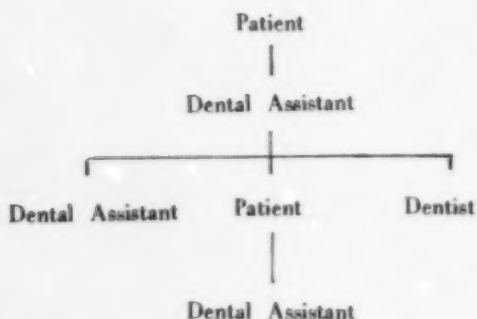
Start by reading Objective 1 and then follow the steps to complete the objective.

Complete the checkpoint before going on to the next objective.

If you cannot complete the checkpoint, redo the steps and try again before asking for help.

Do not make any marks in the programmed text.

FLOW CHART



PROGRAMMED TEXT

Instructional Objective 1

The student will position the chairs in the operating room.



STEP 1 — Go to the area that is to be used as an operating room.



STEP 2 — Position the chair or desk for the patient in the center of the operating area.



STEP 3 — Position the chair or desk for the dentist to the right of the patient's chair.



STEP 4 — Position the chair or desk for yourself (dental assistant) to the left of the patient's chair and facing the patient.

Check Point

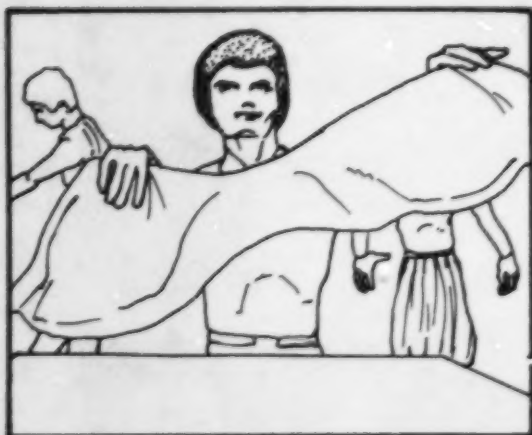
Did you position the chairs as shown in the illustrations?

Instructional Objective II

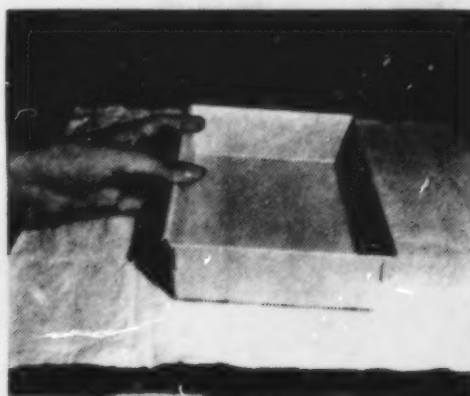
The student will set up the instruments needed for the dental checkup.



STEP 1 — Wash your hands before handling instruments.



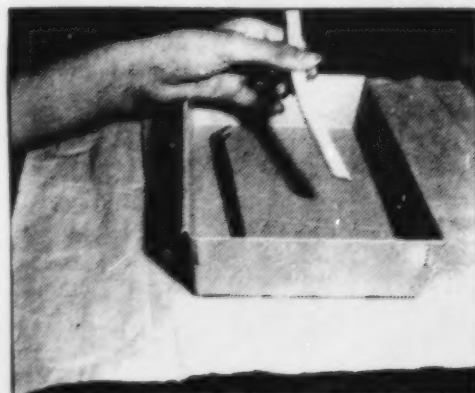
STEP 2 — Using a desk or desk top in front of the patient, place the rectangular piece of muslin on it.



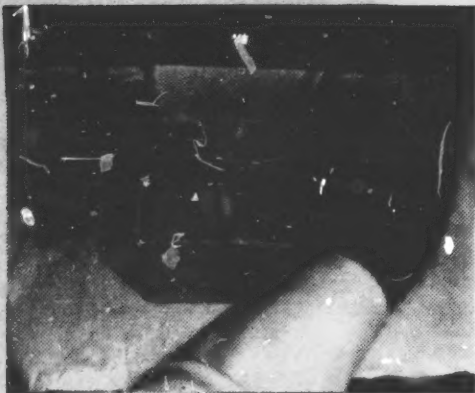
STEP 3 — In the center of the muslin, place the plastic tray as shown in the illustration.



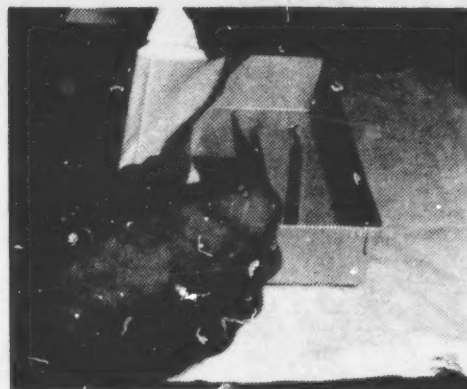
STEP 4 — In the tray, place the cotton pliers...



STEP 5 — the suction tip...



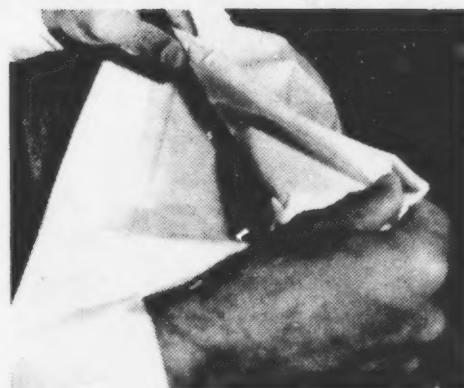
STEP 6 — the periosteal elevator...



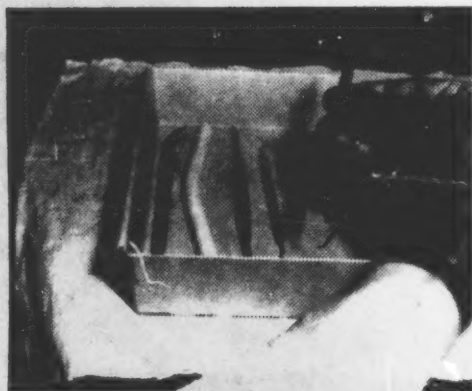
STEP 9 — Now, fold one of the long sides of the muslin over the tray.



STEP 7 — the curette...



STEP 10 — Fold the other side over the tray.



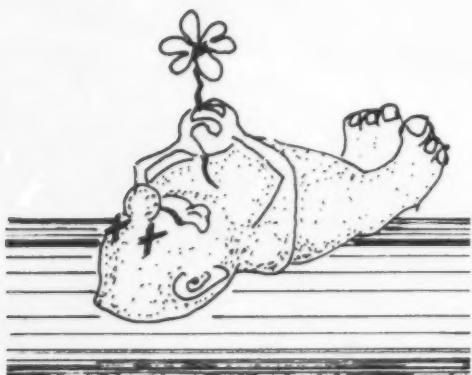
STEP 8 — and the explorer.



STEP 11 — Fold one end over the tray.



STEP 12 — Fold over the last end.



STEP 13 — If you were in an actual dentist's office, these instruments would be sterilized before use. This would insure that any bacteria is destroyed.



STEP 14 — Make sure you have a paper towel and neck clamps handy.

Check Point

Did you wash your hands before handling the instruments?

Did you place all the tools in the tray?

Did you fold the muslin over the tray?

Is everything set for the patient?

Instructional Objective

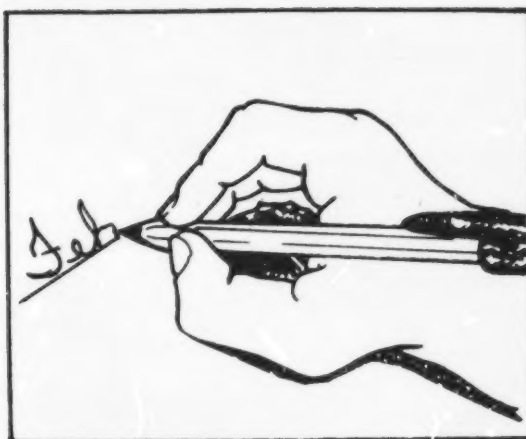
The student will schedule an appointment on the appointment sheet.



STEP 1 — Find the appointment sheet that is on the desk in the reception area.



STEP 2 — Next to day, write in what day this is.



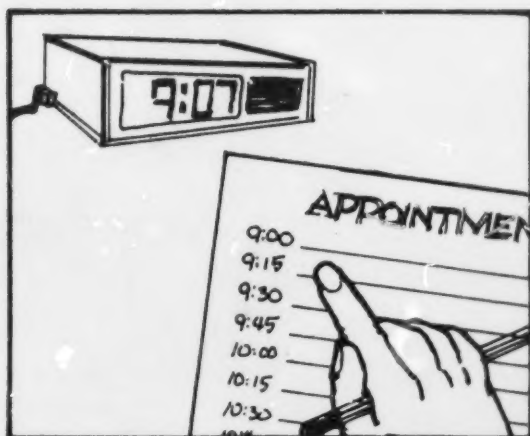
STEP 3 — Next to date, write in today's date.



STEP 4 — Greet your first patient with a smile and ask his/her name.



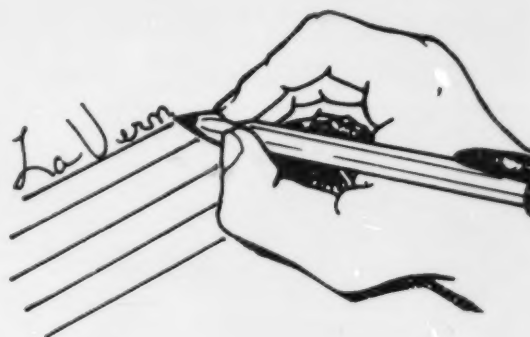
STEP 5 — Ask your first patient what is the purpose of this visit.



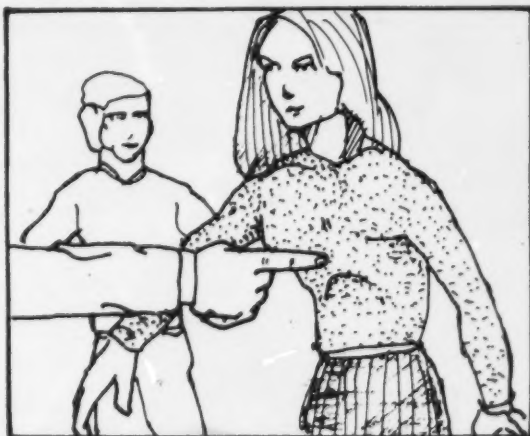
STEP 6 — Should your patient want a checkup, the dentist will need fifteen minutes. Check the time and find the next fifteen minute block of time on the appointment sheet.



STEP 9 — Now, greet any other patients you have and schedule them on the appointment sheet just as you did with your first patient.



STEP 7 — Write the person's name on the line next to the block of time you are scheduling the patient for.



STEP 8 — Ask your first patient to have a seat in the reception area.

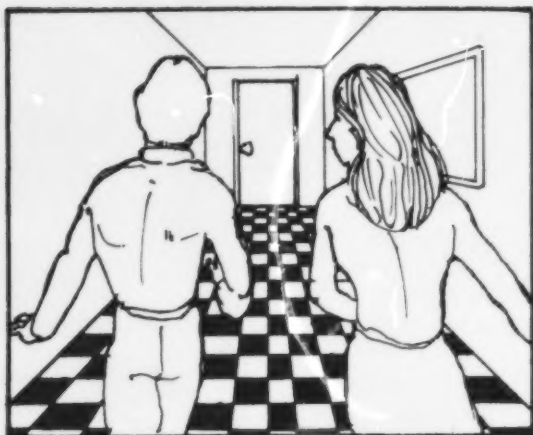
Check Point

Were you polite in greeting your patients?

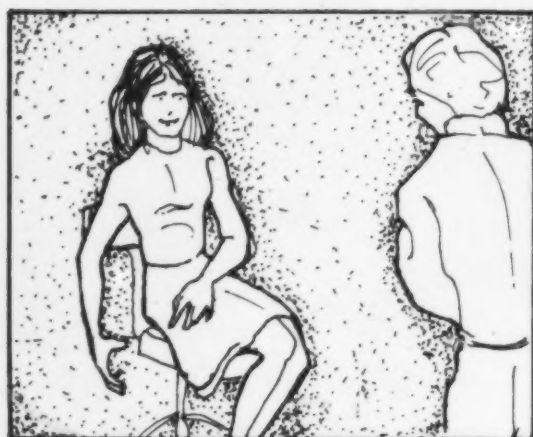
Did you schedule them at 15 minute intervals?

Instructional Objective IV

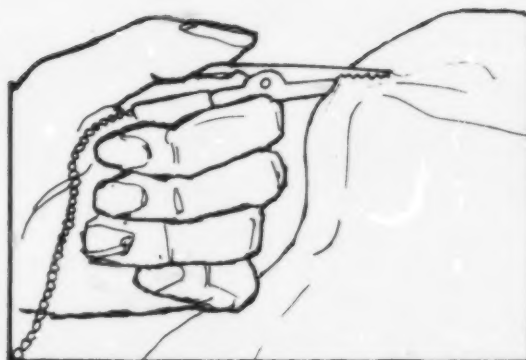
The student will seat the patient in the chair and prepare the patient for the examination.



STEP 1 — Escort your first patient to the operating room.



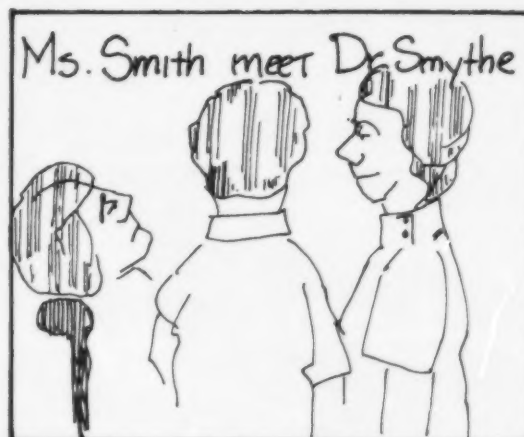
STEP 2 — Seat the patient in the chair.



STEP 3 — Attach one of the clips of the neck clamp to one end of the paper towel.



STEP 4 — Place the paper towel under the chin of the patient and the chain around the back of the neck. Attach the other clip to the paper towel.



STEP 5 — Call the dentist in and introduce the dentist to the patient.



STEP 6 — You and the dentist should now wash your hands.

Check Point

Did you correctly place the paper towel on the patient?

Did you introduce the dentist to the patient?

Did you wash your hands?

Instructional Objective V

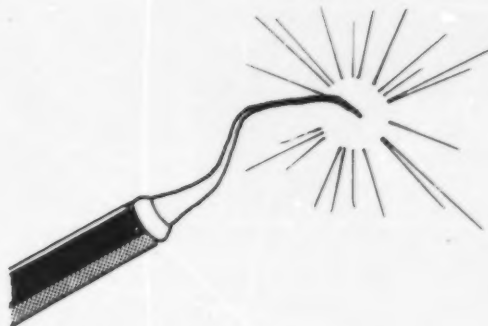
The student will execute the proper transfer of instruments with the dentist.



STEP 1 — Unfold the muslin from the tray of instruments.



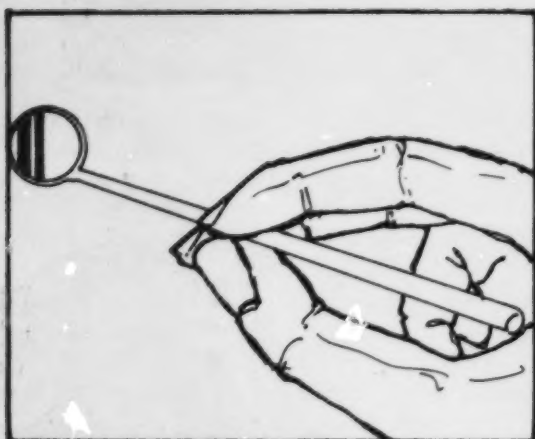
STEP 2 — Sit in the chair facing the patient.



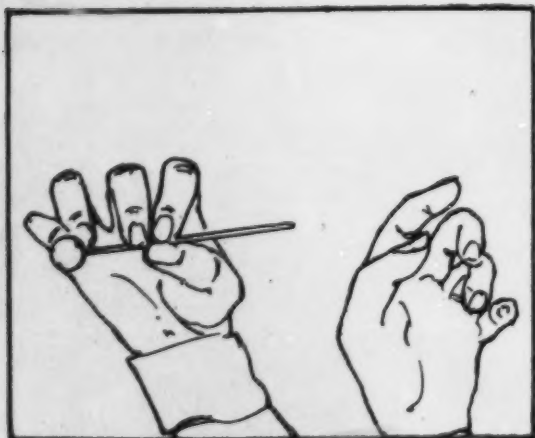
STEP 3 — Be careful when passing the instruments back and forth because some of them have sharp points.



STEP 4 — Do not put any of the instruments in the patient's mouth; you are just practicing.



STEP 5 — Pick up the mirror in the center of the handle using the tip of your thumb and first two fingers.



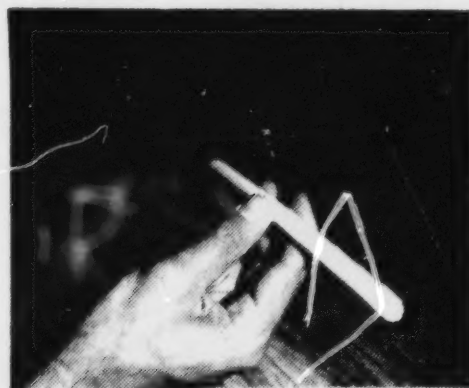
STEP 6 — Turn the handle toward the dentist who will take it with the left hand.



STEP 7 — Pick up the explorer with your thumb and first two fingers at the curved end of the explorer.



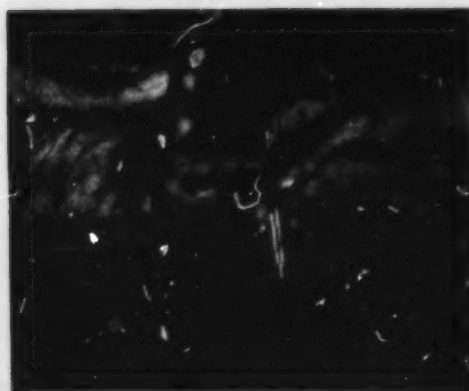
STEP 8 — Hand the explorer to the dentist who will grasp it with the right hand.



STEP 9 — Pick up the suction tip with your right hand. If this were being used in a dentist's office, it would be connected to a hose.



STEP 10 — Pick up the periosteal elevator with your thumb and first two fingers at the pointed end.



STEP 13 — Have your third and small fingers of the left hand extended in readiness to receive the instrument being used by the dentist.



STEP 11 — Move your left hand closer to the right hand of the dentist.



STEP 14 — The dentist will signal you that he/she is ready for the new instrument by loosening the fingers but still retaining the third finger as a rest.



STEP 12 — Hold the elevator so that it is parallel with the handle of the instrument the dentist is using.



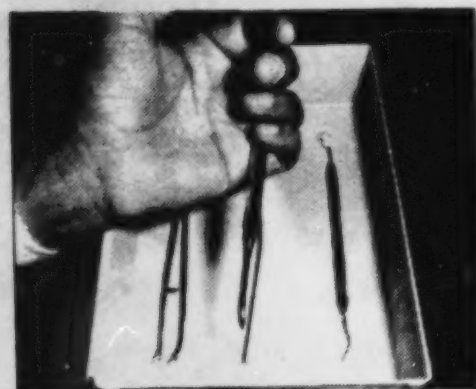
STEP 15 — Using your left hand, grasp the instrument from the dentist with your third and small fingers.



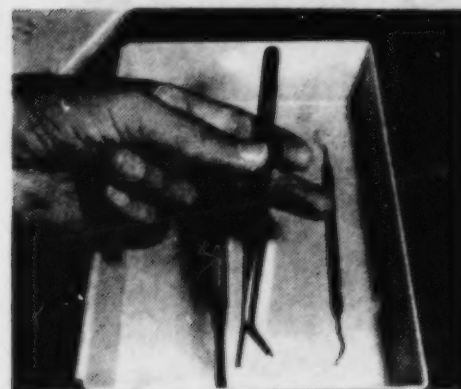
STEP 16 — Place the new instrument in the dentist's hand. Make sure the working end is facing the direction that it will be used.



STEP 19 — Pass it in the same way you did the elevator.



STEP 17 — Place the explorer on the tray.



STEP 20 — After you have returned the elevator to the tray, pick up the cotton pliers and have them ready for the dentist.



STEP 18 — Pick up the curette and have it ready for the dentist.



STEP 21 — After the dentist is finished, return all instruments to the tray.



STEP 22 — When the dentist leaves, you may remove the paper towel from the patient and throw it out. Save the clips.



STEP 23 — Escort the patient back to the reception area.

Check Point

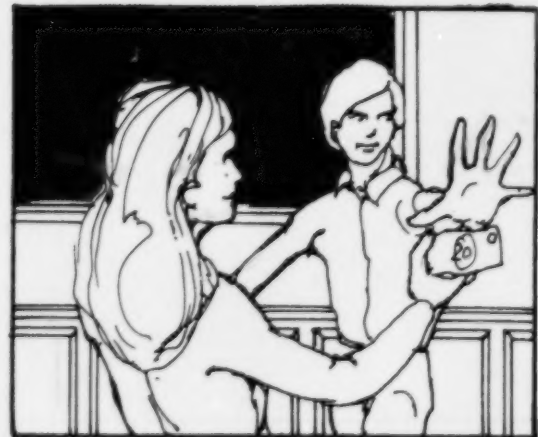
Did you transfer the instruments properly?

Instructional Objective VI

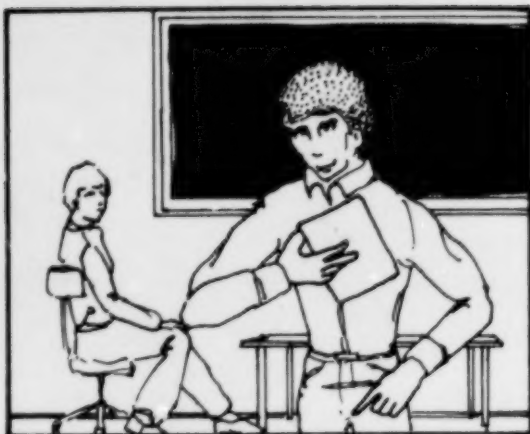
The student will write out a receipt for payment.



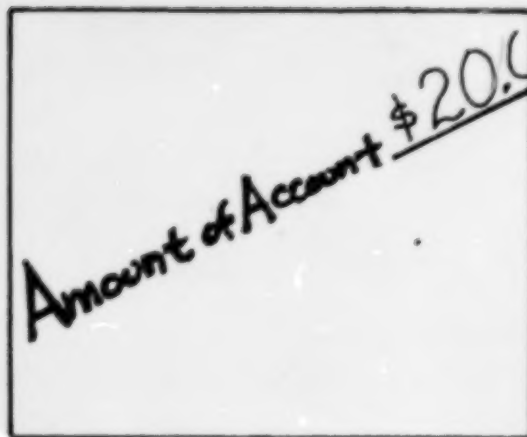
STEP 1 — Tell the patient that the charge for the checkup is \$20.00.



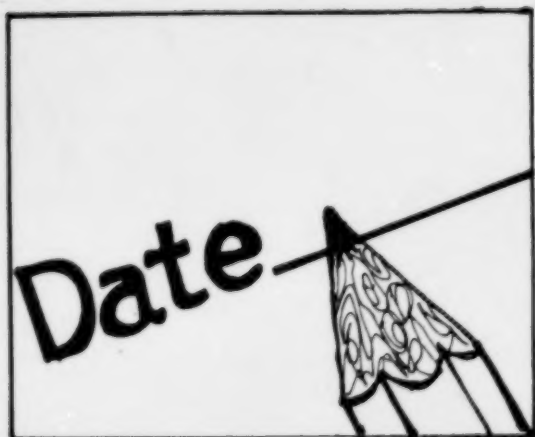
STEP 2 — Receive the money from the patient.



STEP 3 — Get a receipt form.



STEP 6 — Next to amount of account, write in \$20.00.



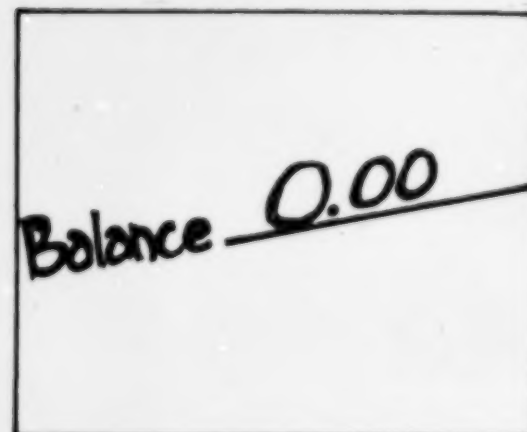
STEP 4 — Next to date, fill in today's date.



STEP 7 — Next to amount paid, write in \$20.00.



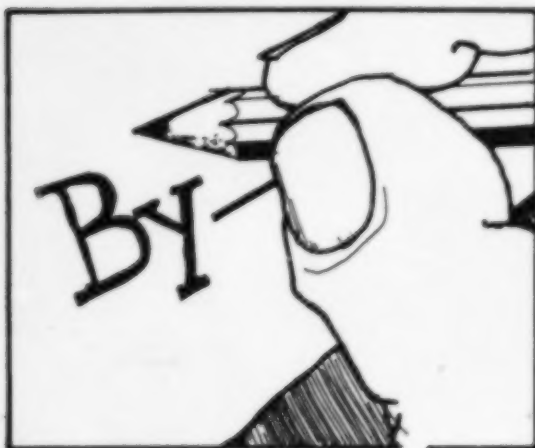
STEP 5 — Next to received from, fill in the patient's name.



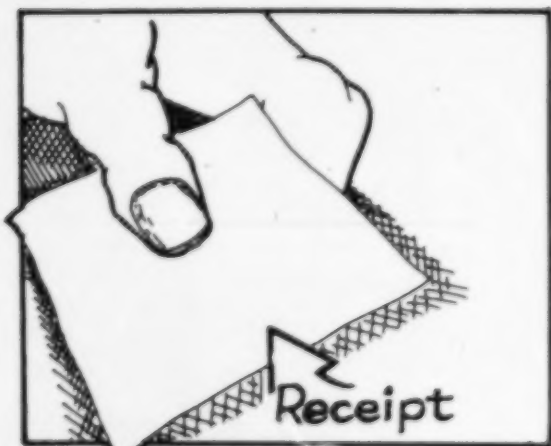
STEP 8 — Next to balance, write in 0.00.



STEP 9 – On the line next to D.D.S., sign the dentist's name and write your initials under the line.



STEP 10 – On the line By, sign your name.



STEP 11 – Give the receipt to the patient and thank the patient.

Check Point

Did you fill out the receipt correctly?
Did you thank the patient?

OCCUPATIONAL DESCRIPTION

079.371-010 DENTAL ASSISTANT (medical ser.)

Assists DENTIST (medical ser.) engaged in diagnostic, operative, surgical, periodontal, preventive, orthodontic, removable and fixed prosthodontic, endodontic, and pedodontic procedures during examination and treatment of patients: Provides diagnostic aids including exposing radiographs, taking and recording medical and dental histories, recording vital signs, making preliminary impressions for study casts, and making occlusal registrations for mounting study casts. Performs clinical supportive functions including preparing and dismissing patients; sterilizing and disinfecting instruments and equipment; providing postoperative instructions prescribed by DENTIST (medical ser.); and preparing tray setups for dental procedures. Assists DENTIST (medical ser.) in management of medical and dental emergencies. Assists in maintaining patient treatment records and maintaining operatory equipment and instruments. Performs such laboratory procedures as pouring, trimming, and polishing study casts; fabricating custom impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary restorations. Provides oral hygiene instruction, such as conducting plaque control program. Performs basic business office procedures, including maintaining appointment control, receiving payment for dental services, and maintaining supply order.